

Florida Parishes Human Services Authority
Governing Board Meeting
September 27, 2013
11236 Hwy 16 W
Amite, LA

Ms. Mary Pirosko, Chair, called the meeting of the Florida Parishes Human Services Authority (FPHSA) Governing Board to order at 9:30 a.m.

Varetta Spears conducted a roll call. A quorum was established.

In attendance:

Board Members:

Present: Linda Deamer; Cheryl Klein; Mary Pirosko; Ligia Soileau; Thomas Zachary, Jr.

Absent: Marty Dean; Rubby Douglas; Edward Ratcliff; Jan Robert

FPHSA Staff / Guest: Melanie Watkins, Executive Director; Tina B. Linder, H R Director; Tra Ladner, FPHSA/MHS; Dr. Schoener LaPrairie, FPHSA/MHS; Sue Hutti, FPHSA/ADS; Janise Monetta, FPHSA/DDS; Rachelle Bethel, FPHSA Administration; Rebecca Soley, FPHSA Administration; Varetta Spears, FPHSA Administration; Dr. Leanne Truehart, St. Tammany Parish Coroner's Office

Prayer was offered by Ms. Deamer.

Mr. Zachary made a motion to excuse the absences of the following board members: Marty Dean; Rubby Douglas; Jan Robert; Edward Ratcliff, seconded by Ms. Klein.

Roll call vote unanimous; motion carried.

Ms. Deamer made a motion to accept the minutes of the previous meeting as amended; seconded by Ms. Klein.

Roll call vote unanimous; motion carried.

Ms. Pirosko welcomed all in attendance and extended an opportunity to express comments or questions. FPHSA's newly hired staff psychiatrist, Dr. Schoener LaPrairie, was introduced to the board and members of the audience. Dr. LaPrairie gave a brief personal introduction. She was welcomed by all in attendance.

Dr. Tra Ladner shared a letter of thanks the agency received for providing crisis counseling services in collaboration with Louisiana Spirit. She explained that the agency provided services in the area of mental health in the community through a grant provided by Substance Abuse and Mental Health Services Administrator (SAMHSA) and Federal Emergency Management Agency (FEMA) for work done post-Hurricane Isaac.

Ms. Klein inquired about the number of clients the agency served through this initiative and she requested that Dr. Ladner provide the requested information at the next board meeting.

Executive Director's Report:

Melanie Watkins submitted a copy of the Executive Director's Report for the month of September to members of the governing board. She outlined the content which included:

- ❖ Retirement of Dr. Sharon Hoffman, current Medical Director of FPHSA. She reported that Dr. Hoffman is scheduled to retire January 3, 2014, however; she plans to utilize some of her annual leave for vacation prior to her official retirement date. Ms. Watkins reported that Dr. Hoffman's last day at work will be December 13, 2013. She said that upon notification of Dr. Hoffman's decision to retire, efforts to recruit a new Medical Director began. Ms. Watkins said that she was pleased to announce the hiring of Dr. Schoener LaPrairie, who started work with the agency on September 16, 2013. She gave a brief overview of Dr. LaPrairie's educational achievements, as well as her past work experience. Ms. Watkins conveyed that she was pleased to have Dr. LaPrairie on staff now as she is becoming acquainted with staff and the current operations at the various clinics, as well as seeing clients in the clinics on a walk-in basis until her maternity leave begins. Ms. Watkins reported that Dr. LaPrairie will assume her new role as Medical Director upon Dr. Hoffman's last day of work in December.
- ❖ Report on the budget request for Fiscal year 2014-15. Ms. Watkins reported that the submission deadline for the 2014-15 budget requests has been moved up earlier than in previous years due to the legislature convening earlier than usual. She reported that the executive administrative office has been very short staffed due to two key staff being out on extended leave, which has resulted in increased workload demands, especially related to the budget request submission and tight time constraints.
- ❖ Update on lay-off avoidance measure. Ms. Watkins explained that the Performance Evaluation process was changed over the course of the past year and Civil Service has established revised procedures whereby the previous "anniversary date" for employees is being replaced with a single performance rating date for all staff, and the deadline for all evaluations is September 30th of each year, rather than everyone having different individual rating dates. She explained that if the staff person receives a "satisfactory" rating or higher, then the performance pay adjustment would be implemented and become effective October 1, of each year. Ms. Watkins explained that with the current uncertainty of our self-generated revenue stream, as well as the potential for possible mid-year budget cuts, the decision was made to postpone the granting of performance pay raises at this time. Ms. Watkins explained that in order to do this, the agency had to formally request approval from Civil Service to implement the lay-off avoidance measure of withholding performance adjustments for the staff. Ms. Watkins reported that the agency reserved the right to grant performance pay adjustments should fiscal conditions improve. She said that staff has been notified accordingly.
- ❖ Legislative Auditor's Report regarding Louisiana Behavioral Health Partnership (LBHP). Ms. Watkins reported to the board that as stated at the previous board meeting, the Legislative

Auditor's Report regarding the transition to managed care for behavioral health services under the LBHP and Magellan was officially released on Monday, August 19, 2013, at which time a copy of the report was provided to the board for review. Ms. Watkins reported that she received a letter of invitation to attend the formal presentation of the report before the Legislative Auditor's Advisory Council at the State Capitol on September 19, 2013. She reported that promptly following the release of the audit report, Magellan contacted staff at FPHSA to directly offer and provide assistance with the billing process. She said that Magellan's staff met with FPHSA's billing staff to assist with billing and to detect possible errors/denials of claims submitted, in an effort to enhance revenue collections. Ms. Watkins reported that Magellan's staff revisited with some of the key staff at the agency to provide hands-on training, in an effort to resolve issues and answer any questions from staff. She said that Magellan acknowledged that they were still working on the development of some components within the Clinical Advisor (CA) electronic behavioral health record system and Magellan assured staff that they are willing to work toward the resolution of issues and to supply staff with answers. She reported that the following FPHSA staff: Rachelle Bethel, Accountant Manager; Dr. LaPrairie, Staff Psychiatrist; and Melanie Watkins, Executive Director met with Dr. Craig Coenson, CEO for Magellan of Louisiana, and Lisa Faust, who assists with trouble-shooting on behalf of Magellan on September 23, 2013. Ms. Watkins said that they indicated that their goal is to reach out to the districts/authorities across the state to see how they may assist in any way with CA, billing, coding, etc. She reported that Magellan is in the process of developing and implementing the capacity within CA for third-party billing, as well as to allow billing for nursing injections. Ms. Watkins said that the recent outreach efforts on behalf of Magellan are encouraging.

- ❖ Recovery and Wellness Luncheon. Ms. Watkins reported that on September 17, 2013, the FPHSA Behavioral Health Advisory Council sponsored a luncheon, Recovery and Wellness 2013 in St. Helena Parish at the Oakleigh House. She said the event was well attended by stakeholders from various parishes served by the agency. Ms. Watkins said that one of the goals of the meeting was to recruit additional members for the advisory council from the parishes of Livingston and St. Helena, in an attempt to have more inclusive representation from across the region. She said another goal of the meeting was to engage interested individuals with a special interest and/or advocacy in the area of addictive disorders in an attempt to develop a true behavioral health advisory council. She explained that historically, it was the FPHSA Mental Health Advisory Council; however, with the merger of mental health and addictive disorders services under the umbrella of behavioral health services, the advisory council wanted to promote the merger and advancement in service delivery and to have it reflected in the membership of the FPHSA Behavioral Health Advisory Council, as well. She reported that the guest speaker, Dr. Rochelle Head-Dunham, DHH/OBH Medical Director gave a presentation on "Co-occurring Disorders: Where Are We Now?" Ms. Watkins expressed gratitude to Dr. Head-Dunham for her presentation as she engaged the audience with her expertise on the topic. She commended the following FPHSA staff, who worked diligently to make the event a success: Tra Ladner, Sue Hutti, Jaime Bruins and Sue Kennedy.
- ❖ Update on the property formerly known as "Southeast Louisiana Hospital". Ms. Watkins reported that there are negotiations underway related to the sale of the property, formerly

known as “Southeast Louisiana Hospital”. She reported that St. Tammany Parish and the Department of Health & Hospitals (DHH) are in the process of discussing the matter and attempting to come to some agreement on the sale price. She indicated that it is also anticipated that Meridian Behavioral Health Systems (MBHS) will purchase the buildings and maintain hospital operations on the grounds. Ms. Watkins said that FPHSA has been assured by St. Tammany Parish President, Pat Brister and the CEO of Northlake Behavioral Health Systems (MBHS), Richard Kramer, that there will not be any immediate changes to the current arrangements that FPHSA has with them regarding Alcohol & Drug Unit (ADU) and Fontainebleau Treatment Center (FTC). Ms. Watkins said that the situation will be monitored.

- ❖ Update on the Coordinated System of Care (CSoC) initiative. Ms. Watkins reported that the administrative staff has been in discussion with Lisa Longfellow and Janice Zube, key project staff designated by DHH/Office of Behavioral Health (OBH) for the development of the CSoC. She reported that in addition to the recent meetings the agency has sponsored and coordinated in this area to educate and promote CSoC, ongoing work will continue to reach out to members of the various social and human services coalitions across the five parishes served by FPHSA, in partnership with DHH/OBH staff. Ms. Watkins said this effort is to ensure that the community is aware of the upcoming development of additional services through CSoC for the high-need, at-risk youth population in our local area.
- ❖ Update on the Rosenblum Mental Health Center-Adult Services (RMHC-A) relocation. Ms. Watkins reported that the relocation of RMHC- A services to the Pride Drive location was completed as scheduled and the clinic re-opened on Tuesday, September 3, 2013. She reported that as with any change and merger of operations and services, minor issues were encountered, however; problems were addressed by staff promptly. She reported that FPHSA’s Executive Administration is scheduled to move in mid-December in an effort to move in before the holidays. Ms. Watkins said that the goal is to enhance the delivery of services at the new location as the agency moves forward. She added that the local bus transportation has been an asset.
- ❖ Update on Rosenblum Mental Health Center Children’s Services (RMHC-C) lease. Ms. Watkins advised the board that the administrative staff continues to work in collaboration toward a mutual agreement with North Oaks Medical Center (NOMC) regarding their request to secure property from the RMHC-C site for NOMC expansion plans. She explained that NOMC wishes to reclaim property bordering between the main campus in front of the Women’s Pavilion and RMHC Children’s Services. She reported that FPHSA’s staff met with NOMC’s staff on September 10, 2013 and is scheduled to meet on October 7, 2013 to further discuss the matter.
- ❖ Ms. Watkins reported that on September 23, 2013, she participated in a community meeting at the request of State Representative Chris Broadwater. She said the meeting was hosted by the First Presbyterian Church of Hammond to discuss available community resources, as well as address the needs and gaps in services for the local Hammond area. Ms. Watkins reported that the church expressed interest in initiating a project to assist in the area of mental health on behalf of the community.
- ❖ Recent ASIST Training provided. Ms. Watkins reported that on September 5-6, 2013, FPHSA, in conjunction with OBH/Louisiana Partnership for Youth Suicide Prevention, provided ASIST

training in Livingston Parish. She reported that the agency has received positive feedback from participants who have gone through the training. Ms. Watkins said that participants have indicated that the training was very useful. The recent training had 22 participants.

- ❖ Update on the St. Tammany Parish Behavioral Healthcare Taskforce. Ms. Watkins reiterated to the board that FPHSA participates on the St. Tammany Parish Behavioral Healthcare Taskforce, which is coordinated by Jan Robert on behalf of St. Tammany Parish Government. Ms. Watkins shared that a video was developed to promote awareness of mental health issues. She said the video was aired on the St. Tammany Parish Access Channel the weekend of September 20, 2013. She provided the following web address that the video can be viewed at: <http://vimeo.com/75037668>. Ms. Watkins commended St. Tammany Parish President, Pat Brister and the communication staff for this endeavor.
- ❖ Upcoming St. Tammany Parish Suicide Awareness Event. Ms. Watkins reported that there will be a St. Tammany Parish Suicide Awareness Event on September 28, 2013. She indicated that FPHSA will have staff on site to provide literature and one-on-one information to participants. Flyers for the upcoming event were provided to the board for reference.
- ❖ Update on St. Tammany Behavioral Health Court (BHC). Ms. Watkins reported that FPHSA is an active participant in the St. Tammany Behavioral Health Court (BHC) under the direction of Judge Peter Garcia, 22nd Judicial District Court. She said that the program has been operational for the past couple of years and they recently had their first graduate. She explained that the program was developed with local resources and through dedicated efforts of the BHC team members. She explained that Judge Garcia, along with Adrienne Stroble, Court Administrator, and the BHC team have applied for various grants to fund the program and additional treatment services. Ms. Watkins reported that as per Judge Garcia, notification has been received that one of the grants has been approved and details will be forthcoming. She expressed that this is exciting news for all concerned.
- ❖ Letter of Appreciation. Ms. Watkins submitted a copy of a letter of support from Judge Garcia expressing appreciation to FPHSA for assistance provided to the BHC team during the initiation of the program, as well as the ongoing support provided by the agency.

Mr. Zachary made a motion to accept the Executive Director's Report; seconded by Ms. Soileau.

Roll call vote unanimous; motion carried.

Ms. Pirosko requested that the meeting convene in Executive Session to discuss personnel matters. The Board convened in Executive Session at 10:25 a.m.

The meeting reconvened in regular session at 11:25 a.m.

Ms. Pirosko reiterated the following contents of the Board Resolution adopted at the August 24, 2012 governing board meeting: "Florida Parishes Human Services Authority Governing Board formally agreed to serve as a unified governing entity on behalf of Florida Parishes Human Services Authority and further

agreed to demonstrate solidarity and support for the agency, as a whole, which includes, but is not limited to, executive administration, staff, and contract providers.”

Ms. Soileau made a motion that the Board Resolution adopted at the August 24, 2012 governing board meeting, reaffirming solidarity and supportive leadership from the Board for the agency is ratified; seconded by Mr. Zachary.

Roll call vote unanimous; motion carried.

Financial Report:

Rachelle Bethel, Accountant Manager elaborated on the budget for 3 consecutive fiscal years of the agency. The first fiscal year she discussed was the previous year budget 2013. She advised the board that the official report for the year will be submitted at the next board meeting when the Annual Report to the Board is presented. She explained that the closing process is to be completed at the end of September. She also gave an update on the projected use of escrow funds for fiscal year 2013. Ms. Bethel reported that the final figures will also be submitted during the Annual Report to the Board. Secondly she addressed the current fiscal year budget 2014. She reported that information is not available until after the first quarter of the fiscal year. Ms. Bethel submitted a graph, Magellan Monthly Targets versus Projected, which outlined fiscal year 2014 target budgeted amount; funds collected to date; projected collections. She explained the details of data contained in the report. She discussed the agency’s upcoming budget for fiscal year 2015, which begins July 1, 2014, however; the fiscal staff is in the process of preparing the budget request, which is due to DHH on October 13, 2013 and then to Division of Administration(DOA) by October 15, 2013. Ms. Bethel submitted DHH Budget Request Summary for Fiscal Year 2014-2015 for the agency. She explained the details of data contained in the report.

Ms. Deamer made a motion to accept the Financial Report as submitted by Ms. Bethel; seconded by Ms. Klein.

Roll call vote unanimous; motion carried.

Old Business:

Revisions of Executive Director’s Evaluation Process:

The policy and procedure of the Executive Director Performance Evaluation was electronically sent to members of the board prior to the governing board meeting for review. A final draft was submitted to the board for approval. The board requested that forms be developed for rating scales and included with the policy and procedure of the Executive Director’s Evaluation Process.

Ms. Klein made a motion to accept the revisions to the Executive Director’s Evaluation Process as presented; seconded by Ms. Deamer.

Roll call vote unanimous; motion carried.

Revisions to Bylaws:

The Board Chair appointed Ms. Deamer and Mr. Zachary to the Ad Hoc Bylaws Committee to make revisions to the existing bylaws. The committee submitted suggested revisions to administrative staff. The revisions were made to the bylaws and submitted electronically to the board for review prior to the governing board meeting. A final draft was presented to the board for approval.

Ms. Soileau made a motion to accept the revisions to the Bylaws as submitted; seconded by Ms. Deamer.

Roll call vote unanimous; motion carried.

New Business:

None

Ms. Deamer made a motion to adjourn; seconded by Ms. Klein

Roll call vote unanimous; motion carried.

The next meeting was confirmed to be October 25, 2013, at the FPHSA Administrative Office located in Amite.

The meeting was adjourned.